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Government
Publications

PROGRAMS AND SERVICES



Ontario

Ministry of
Skills
Development



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Any of the information contained in this guide
can be obtained by calling the ministry's toll-free
TRAINING HOTLINE: 1-800-387-5656.

*AUDIENCE

I. Individuals C. Community Groups E. Employers U. Unions

Cette publication est également disponible en français.

APPRENTICE TOOL FUND

This program is designed to assist **new** apprentices with the purchase of tools which are essential to their training and job performance. The high cost of tools is a problem for many new apprentices, particularly at a time when wages are at their lowest.

The grants represent a significant contribution towards average tool costs in the first year of apprenticeship: \$100 to \$700 depending on the occupation.

Cheques are sent automatically from the Ministry of Skills Development to all newly registered apprentices who have signed a Contract of Apprenticeship.

A P P R E N T I C E S H I P

Apprenticeship programs provide on-the-job and in-school specialized training leading to careers in approximately 670 skilled occupations in the industrial, motive power, construction and service sectors.

Apprenticeships usually last between two and five years, depending on the occupation. An apprentice spends 90 percent of the time at the work site learning from fully qualified workers; the remainder is spent studying theoretical aspects of the job at a College of Applied Arts and Technology or other training institute. The apprenticeship system is a partnership among the employers, who absorb the cost of workplace training; the apprentices who invest their time; the federal government, which pays for in-school training and income support; and the province which pays for in-school training, in addition to administration of the program.

Apprentices must be at least 16 years of age. A Grade 10 education is the minimum requirement, although most employers now require higher levels of education, including a foundation in mathematics, sciences and language.

It is up to the prospective apprentice to find an employer willing to offer the training. While on the job, the apprentice is paid a percentage of a fully skilled worker's wages; this salary increases as training progresses.

Guidance and advice on any matter regarding apprenticeship will be provided by consultants at 27 Apprenticeship and Client Services Offices across the province, or by the Women's Access to Apprenticeship Projects.

ASSISTANCE FOR LAID-OFF APPRENTICES

Registered apprentices who have been laid-off or are facing lay-off will be helped to continue their training in order that they not lose the opportunity to become fully qualified journeypersons.

This help could take the form of:

Counselling - on an individual basis or in a group setting, to determine what options are available and appropriate.

Accelerated Training - in-school training to be completed by apprentices could be re-scheduled or combined to coincide with a lay-off period.

Placement Assistance - through community sponsored initiatives, may allow apprentices to continue their training with one or more employer.

Alternative Workplace Training - provides an opportunity to gain technical skills, normally gained by on-the-job training, in situations similar to the workplace.

These activities are community based, delivered through employers, unions, Canada Employment Centres or Industrial Adjustment Committees.

To obtain further information, contact the local Apprenticeship and Client Services Office.

COMMUNITY INDUSTRIAL TRAINING COMMITTEES

Community Industrial Training Committees (CITCs) are community based volunteer organizations which provide a forum for employers, labour, community groups and educators, to identify and address local labour market training and adjustment issues.

CITCs carry out formal assessments of training needs, arrange occupational skills training programs using federal and provincial funds and advocate for training and skilled occupations in their community.

CITCs draw their Executive and Board members from local business, industry and labour groups. Representatives from education, government and community interest groups are general members, and serve as advisors to the Board of Directors. Most CITCs adopt a sub-committee organizational structure that reflects local sector training interests. At present, there are 57 CITCs operating in Ontario.

For more information about CITCs, call the Training Hotline, toll-free from anywhere in Ontario: 1-800-387-5656

COMPUTERIZED DIRECTORY OF APPRENTICESHIP

The Computerized Directory is a bilingual computer program designed to give people easy access to information on skilled occupations and apprenticeship programs.

This software package is the first of its kind to be developed for educational and counselling use. It is fast and simple to use with colour graphics and a printer, allowing the user to take away specific information pages.

The Computerized Directory is available to anyone at Ministry Apprenticeship and Client Services Offices; some public libraries, community counselling groups and Community Colleges; Community Industrial Training Committees; Contact North; and through guidance counsellors in secondary schools.

To locate the directory nearest you, call the Training Hotline: 1-800-387-5656.

MODULAR TRAINING

Modular training is self-paced, performance-based on-the-job training. The training is delivered in incremental steps, with accreditation earned at each level. Participants may enter and exit the program at various points and there are no time limits imposed.

This type of training is available across the province through participating companies and training delivery agencies.

For further information, contact your local Apprenticeship and Client Services Office.

ONTARIO SKILLS

Ontario Skills is an incentive program, offered by the Ministry of Skills Development through Colleges of Applied Arts and Technology, to organizations engaged in priority training activities. It provides financial support to stimulate and augment private-sector investment in human resource development.

To ensure that limited Ontario Skills funds have the greatest possible benefit, funds are provided selectively for quality training. The key criteria in the provision of funds will be evidence that:

- the applicant has achieved a level of competency in human resource development and training
- the training to be undertaken will meet the needs of the labour market

To enquire about Ontario Skills, contact your local College of Applied Arts and Technology and ask for the Ontario Skills manager, or call the Training Hotline at 1-800-387-5656.

ONTARIO SKILLS DEVELOPMENT OFFICE – TRAINING CONSULTING SERVICE

The training consulting service helps clients use training and human resources development to enhance their productivity and profitability and to meet their organizational goals. Training consultants work with clients to assess employee training and human resources development needs, develop training plans, select appropriate training and evaluate training programs. They also identify provincial and federal funding sources, if required.

This service is available through Ontario Skills Development Offices at Colleges of Applied Arts and Technology throughout the province. Companies with operations in Ontario are eligible for this service, as are employer and employee associations, unions, and Training Trust Funds.

To obtain further information, call the local College of Applied Arts and Technology and ask for the Ontario Skills Development Office.

ONTARIO TRAINEESHIPS PROGRAM

In partnership with labour and management, the Ministry supports training of entry-level workers in broad skill areas needed in specific industries.

Trainees must be full-time employees working in entry-level positions, usually for less than three years. While there are no age restrictions for eligibility, the program is targeted at young people who have entered the workforce without post-secondary education.

Training lasts one to two years, primarily on-the-job, with an in-school component. Training will cover occupationally-specific skills required in the industry, as well as providing the trainee with generic skills such as communications and problem-solving skills. Some of the training completed in traineeships may be credited towards an apprenticeship (see page 1).

ONTARIO TRAINING CORPORATION

The OTC stimulates training activity in the private sector and promotes training excellence in the workplace through its three businesses:

Training Investment Funds facilitate joint venture partnerships in the development and/or delivery of innovative training products and technologies;

SkillsLink is a series of databases outlining training resources in Ontario. Unique and easy to use, SkillsLink provides on-line access to the most current information available on training courses, educational programs, seminars and workshops, training consultants and training materials. The system is accessible by personal computer and modem; a sales package including pricing, special offers and volume discounts is available upon request;

Professional Development assists training practitioners by stimulating the development of new training products, services, and professional standards to meet their needs.

For more information please write to the Ontario Training Corporation, 2nd Floor, 1099 Bay Street, Toronto, Ontario, M5S 2B3 or call (416) 975-9260.

ONTARIO TRAINING TRUST FUND

An employee and employer group that sets up an approved training trust fund is eligible for financial support from the Ministry of Skills Development. For every two dollars the group puts into the fund, the Ministry contributes one dollar up to a maximum of \$100,000.

This incentive is designed to promote equal labour and management participation in work related training and retraining.

A training fund is held in trust and administered by a joint employer-employee board of trustees. The board is responsible for all training activities financed by the fund.

Any registered businesses that has been operating in Ontario for at least one year are eligible to apply. The employer and employees to be covered by the program must be parties to the trust agreement and the fund must be dedicated to employment-related training and retraining activities.

For more information call the TRAINING HOTLINE 1-800-387-5656.
OR

Contact the Ontario Training Trust Fund Programs, Ministry of Skills Development, 6th Floor, 625 Church Street, Toronto, Ontario, M4Y 2E8.

SECONDARY SCHOOL WORKPLACE APPRENTICESHIP PROGRAM

Secondary School Workplace Apprenticeship Program offers students a chance to attend high school and train as registered apprentices at the same time. Individuals who are at least 16 years of age and who have completed Grade 10 are eligible.

As with all apprentices, employers pay wages for on-the-job training, based on normal apprenticeship wage rates. The in-school or theoretical part of apprenticeship training may be conducted outside regular school hours, either in the evening or during the summer, and usually at a College of Applied Arts and Technology. The arrangements are flexible to meet local conditions and needs.

Interested students should consult with their local secondary schools or school boards for more information.

(Not every school has a SSWAP program – participation must be approved by their school boards.)

SECTORAL TRAINING FUND

The Sectoral Training Fund is one element of the Sectoral Skills Council, a joint labour-management human resources development initiative in the Canadian Electrical and Electronics Manufacturing Industry. The Council is composed equally of business and labour representatives.

Participating industry employees and employers contribute matching amounts to the Sectoral Training Fund. The Ministry of Skills Development and Employment and Immigration Canada will each provide up to \$12 million dollars over 5 years to support the fund.

The Ministry of Skills Development contribution covers direct training costs in Ontario, including tuition, instructor salaries, travel, accommodation and equipment, and the development of curriculum and training materials.

Participation in the fund is voluntary for firms and worker groups within this industry.

For more information please contact the Partnership and Service Development Branch, Ministry of Skills Development, 6th Floor, 625 Church Street, Toronto, Ontario, M4Y 2E8, or call the TRAINING HOTLINE 1-800-387-5656.

SKILLS OK

The SKILLS OK Awareness Project has three specific goals:

- 1) To promote the positive image of skilled and technical workers.
- 2) To remind Ontario about the important work done by skilled and technical workers.
- 3) To encourage young people to explore skilled and technical work as good career choices.

Skilled and technical occupations are plagued by poor image and low visibility. In reality, skilled occupations are essential to our society. They provide a good income, job security, a stable lifestyle and perhaps most importantly, the satisfaction of working as a skilled professional.

Many Community Industrial Training Committees coordinate projects, events and programs with local committees, organizations or individuals to promote SKILLS OK objectives.

For more information about SKILLS OK, contact your local Community Industrial Training Committee or call the Training Hotline, toll-free from anywhere in Ontario: 1-800-387-5656

TECHNICIANS AND TECHNOLOGISTS SKILLS UPDATING PROGRAM

To help Ontario's Technicians and Technologists keep pace with the emerging technologies vital to the economy, this program provides tuition-free updating courses.

With funds from this program, recognized post secondary educational institutions develop new curriculum for updating courses in leading-edge disciplines. The program also covers equipment rental expenses and initial instructional costs.

Registrants for updating courses must be Ontario residents. They must be technicians or technologists who have graduated from a post-secondary institution that grants recognized diplomas, and are certified as a technician or technologist by a professional organization. Individuals who demonstrate significant related work experience may be deemed equivalent, and may also be eligible for the program.

Persons interested in updating should contact their local College of Applied Arts and Technology and ask for the program coordinator for the Technicians and Technologists Skills Updating Program. Employers interested in having a college deliver in-plant courses are also invited to contact program coordinators at the colleges.

TRADES UPDATING

This program offers those who are already qualified in the skilled occupations full-time or part-time courses to upgrade their skills in response to new technologies, the growing need for skill specialization, and the demands of a rapidly changing job market.

The 30 - 90-hour courses are offered at Ontario's Colleges of Applied Arts and Technology, as well as in the workplace through employers, employer associations and unions. Program standards are set by the Ministry of Skills Development and certificates are awarded upon successful completion of the training.

Workers in the skilled occupations with an Ontario Certificate of Apprenticeship, Certificate of Qualification or the equivalent may apply only for programs related to their career area. To obtain further information, contact your local Apprenticeship and Client Services Office or College of Applied Arts and Technology.

WOMEN'S ACCESS TO APPRENTICESHIP PROJECTS

The Ministry of Skills Development has developed a number of initiatives to attract more women into the skilled occupations. One of these is the Women's Demonstration Project, a program to encourage more women to enter non-traditional apprenticeship training.

These Access Projects are community-based and respond to the needs of local women and employers in specific ways:

- locating and informing women, employers and unions about the benefits of apprenticeship training and a career in a skilled occupation;
- providing support services such as counselling and referrals to preparatory programs; and
- assisting in matching women apprentices with employers and unions interested in training women.

For further information please contact an Apprenticeship and Client Services Office for the name of your local Women's Demonstration Project Coordinator.

APPRENTICESHIP REGIONAL OFFICES

For more information, please contact the office nearest you.

Barrie	(705) 737-1431
Belleville	(613) 968-5558
Brantford	(519) 756-5197
Brockville	(613) 342-5481
Chatham	(519) 354-9100
Cornwall	(613) 938-9702
Hamilton	(416) 521-7764
Kenora	(807) 468-2879
Kingston	(613) 545-4338
London	(519) 675-7788
Mississauga	(416) 897-1551
North Bay	(705) 495-8515
Oshawa	(416) 576-0171
Ottawa	(613) 731-7100
Owen Sound	(519) 376-5790
Pembroke	(613) 735-3911
Peterborough	(705) 743-4172
St. Catharines	(416) 684-8543
Sarnia	(519) 542-7705
Sault Ste. Marie	(705) 945-6815
Scarborough	(416) 750-3533
Sudbury	(705) 688-3030
Thunder Bay	(807) 345-8888
Timmins	(705) 264-2354
Toronto Central	(416) 326-5800
Waterloo	(519) 884-5460
Windsor	(519) 973-1441

For more information on anything contained in this publication
call the toll-free TRAINING HOTLINE: 1-800-387-5656.

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